

# February 28th is a very important date!

*For all Teacher Bargaining Unit (TBU) members, February 28th is a very important date in the Collective Agreement. It is the deadline to apply for a number of items for the next school year. These include, but are not limited to:*

## **Transfers, Increase FTE Status, Decrease FTE Status:**

- ◆ Requests for transfer or changes to your FTE status must be submitted to the Employer through an electronic application on myKPR. The Employer will have out a memo with instructions on how to complete this form

## **Application for Leaves:**

Leaves you must apply to be the February 28th date include:

- ◆ Self-Funded Leave (Article 14 - a.k.a. X/Y Leave)
- ◆ Unpaid Leave (Article 16)

## **Application for Right of Recall for Surplus Teachers:**

If you were surplus from a school this past year and you wish to be recalled to that school (see Article 24.05.04), you must inform the Employer of your intent to seek recall;

- ◆ Send a letter / email to the Principal at the school you wish to be recalled to
- ◆ Send a copy of the recall letter / email to Colleen Bulger (Human Resources - KPR) and to Gary Fenn (District Office)

Got Questions? Review the Collective Agreement and/or call the District 14 Office at 705-748-3444 or 1-877-OSSTF-14 (1-877-677-8314)